

Township of Franklin Safety Program



Township of Franklin Safety Program – Safety Policy Section

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Safety Policy Employer Information

ORGANIZATION / ENTITY: TOWNSHIP OF FRANKLIN

ADDRESS: 1571 DELSEA DRIVE

CITY: Franklinville

STATE: N. J.

ZIP: 08322

TELEPHONE NUMBER: 856 – 694 - 1234

TYPE OF BUSINESS: Municipality

Foreword

These policies of the Township of Franklin represent general guidelines. Any policies set forth in this document are subject to change at any time when deemed necessary or appropriate. All information and policies contained in this document are for **all employees** who work for the Township of Franklin. The Township has made a dedicated commitment to insure your work environment will be as safe as possible. You must remember that safety starts with **you**, if you dedicate yourself to safe work habits less injuries will occur. The Township of Franklin believes that our most valuable asset is our employees.

Franklin Safety Guiding Principles

To All Employees:

The following policies of the Township of Franklin are not inflexible rules or requirements. They may be changed by the Township at any time without notice or modified as individual circumstances may require in the best interests of efficient management of the Township. Nothing in the policies as they now exist, or may in the future be revised, is intended or should be construed as a contract of employment, express or implied, nor as a promise of employment for a specific period of time, nor as a requirement that any specific procedure be followed in handling personnel issues.

Township of Franklin management will provide safe and healthy working conditions. All employees must follow safe practices at all times. All employees must accept and follow all rules of safety.

Whenever an employee finds an unsafe condition they must report it immediately to their supervisor, safety personnel, or management. Any injury that occurs on the job, even a slight cut or strain, is to be reported to management as soon as possible. In no circumstance except an emergency, should an employee leave a shift without reporting an injury that occurred.

All employees including office personnel will be trained in safe practices. The training will be done by video, JIF seminars or by training from the employees' supervisor.

If the employee is observed using an unsafe practice, the employee will receive a written violation warning. Once the employee receives two (2) written warnings, he or she will be automatically suspended for one (1) workday without pay.

The Township of Franklin will make every effort to maintain safe working conditions. However, the principal responsibility for safety falls upon you, the employee!

All employees are asked to inform their supervisor, safety committee personnel, or management of any work hazards of which they might be aware. The Township of Franklin will arrange for you to supply information anonymously if you do not wish to be identified. No employee should fear reprisal for notifying management of any safety hazards. In fact, we encourage all employees to inform us immediately of any hazard, no matter how small it may seem.

The Safety Committee will review all safety and health suggestions that we receive. We will then determine what action is necessary. All suggestions shall receive a response.

The injured employee's supervisor and the Safety Committee will investigate all occupational injuries and illnesses that are job-related. Particular attention will be given to methods to prevent future situations that caused the injury or illness.

All employees will receive prompt and timely safety training. Safety rules and safe practices will be emphasized at these training sessions.

All new employees will receive a copy of the summary, to be signed and put in their file, indicating that they have been trained at the beginning of employment. Any employee given a new job assignment, for which training has not previously been received, will be trained in that particular job immediately.

Records will be kept of all training provided. These records will indicate the type of training given, date, the name of the training provider and the employee's signature.

Safety – Assigned Responsibilities

Department Heads

In effectively executing their safety responsibilities, Department Heads will:

- ☐ Familiarize themselves with the safety program and ensure its effective implementation.
- ☐ Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
- ☐ Give maximum support to all programs and committees whose function is to promote safety and health.
- ☐ Actively participate in safety activities as required.
- ☐ Review serious accidents to ensure that proper reports are completed, and appropriate action is taken to prevent recurrences.

Supervisors/ Foreman

Their responsibilities are to:

- ☐ Familiarize themselves with company safety policies, programs and procedures.
- ☐ Provide appropriate safety training to employees prior to the assignment of duties.
- ☐ Consistently and fairly enforce all company safety rules.
- ☐ Investigate injuries to determine cause, then take action to prevent recurrence.
- ☐ See that all injuries, no matter how minor, are treated immediately and referred to the front office to ensure prompt reporting to the insurance carrier.
- ☐ Inspect work areas often to detect unsafe conditions and work practices. Use departmental self-inspection checklists as required.

All Employees

Employee responsibilities for safety include the following:

- ☐ Adhere to all safety rules and regulations.
- ☐ Wear appropriate safety equipment as required.
- ☐ Maintain equipment in good condition, with all safety guards in place when in operation.
- ☐ Report all injuries and near misses, no matter how minor, immediately to their supervisor, safety personnel or management.
- ☐ Encourage coworkers to work safely.
- ☐ Report unsafe acts and conditions to their supervisor, safety personnel, or management.

Employee Understanding

As an employee of the Township of Franklin you need to review and understand the requirements of safety as it pertains to the employment with the Township of Franklin.

You need to understand that the Safety Committee takes a proactive approach in setting policy for safe working conditions in the Township of Franklin.

You need to realize that this or any policy cannot cover every situation. For instance, the policy states that specialized practices or personnel emergencies may require modification of standard requirements, and that it is not intended to limit the options available to you in either of those situations. You should not expect to have to deviate from the policy's requirements, but if you do, you will have to be able to justify your actions.

You need to understand the difference between "Should" and "Shall" as they are used in the standard. The word "Should" indicates an advisory statement where it is feasible that the actions you take might be different from the prescribed practice. A "Shall" indicates a mandatory requirement, where it is inconceivable that your actions would have to deviate from the prescribed practice, except where exceptions are noted in the Standard.

Finally, you need to understand that this policy should be used as a guide for practicing safe work habits while working for the Township of Franklin and that each department has their own standard operating procedures.



Safety Rules

For the protection and safety of all employees, the Township of Franklin has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

Proper footwear and clothing will be worn at all times.

Do not wear loose clothing, jewelry, or keep long hair in a down position. There is a danger of catching such articles in moving machinery.

Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.

Appropriate personal protective equipment, or PPE, will be worn for the task(s) at hand, as specified by training and job briefing(s).

Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.

Do not operate any machine you are not familiar with or have not been trained on and authorized to use.

Machines must never be cleaned, adjusted or repaired until the machine is turned off, the circuit is interrupted at the power source (including lock-out) and a warning tag is placed at the controls. Each person involved in maintenance must use his own personal padlock to ensure total lack of power until all work has been completed.

Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor, safety personnel, or management.

Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.

Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.

Avoid injury when attempting to lift or push excessive loads. If an object is too heavy to move without strain, ASK FOR HELP.

Observe the correct posture for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent, and tuck your chin into your chest. Tilt head forward, grasp the load with both hands, and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

Do not distract others while working. When approaching a coworker for any purpose, do so from the front or the side in a way that they will see you coming and will not be startled or surprised. If conversation is necessary, first make sure that it is safe.

Do not allow oil, water or any other material to remain on the floor for long periods of time where you or others may slip. Report any slip and fall problems to your supervisor.



When handling hazardous materials be sure to follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, be sure they are labeled as to their contents and hazards. Know your Material Data Safety Sheets (MSDS) and where they are located. Review them often.

Use appropriate gloves when handling materials with sharp or jagged edges, when handling chemicals, when handling hot material, or to protect your hands in general.

Do not attempt to operate machinery for which you are not trained.

Unnecessary and excessive haste is the cause for many accidents. Exercise caution at all times.

All work related injuries and accidents, no matter how minor, must be reported immediately to your supervisor, safety personnel, or management.

Employees should understand and comply with all sections of this policy that apply to their job activities.

All employees must be thoroughly familiar with these basic safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

The Safety Committee

The Safety Coordinator will be responsible for the formation of a Safety Committee and will direct the activity by establishing and maintaining a functional accident prevention program. The program should be designed to eliminate workplace hazards and protect workers at all levels.

Objective

The Safety Committee shall assist the Safety Coordinator in the development and implementation of safety measures to help prevent repetitive accidents. Through individual experience, training, and accident investigation reports the committee members should guide the program development process. Members are responsible to disseminate safety information to their respective departments.

Membership

The Safety Committee membership should include the Safety Coordinator, Department Heads, EMS, Claims and Fund coordinators from each department within the Township.

Procedures

The safety committee will meet on a monthly basis, with minutes held. The minutes are to be distributed to all committee members, the Administrator, Mayor and Council members.

Recommendations should be sent to the Administrator and the Public Safety Committee. They should be tracked and those not completed should be entered into the minutes of the current meeting, with a specific plan or outline for resolution.

Buildings/Material Handling Safety Guidelines

- ☐ Employees must keep floors clean, dry, and free of oil, water or other liquids.

- ☐ Employees shall not lift any more than one object at a time.
- ☐ Proper lifting techniques shall be used (back injury prevention training is required for employees in this job safety class).
- ☐ Employees operating mechanical material handling equipment must be qualified by training and authorized by the area supervisor to do so.
- ☐ Employees must wear appropriate footwear. No tennis shoes (sneakers) allowed.

Emergency Action Plan

The following details the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

General Information

Two important telephone calls need to be made if the facility is to be evacuated because of a fire or disaster within the facility, or an external hazardous condition threatening the facility. If either of these two situations occur, notify 911 (Emergency Medical Services and Police).

Upon order of management or other person(s) in charge to totally evacuate the facility, the company will initiate evacuation center receiving plan. It may be necessary to transport company personnel to a local evacuation center. Priority of evacuation may be a necessity if there are handicapped employees.

Materials and supplies to be evacuated include, but may not be limited to, first aid kits, the MSDS binder and the personnel roster.

Responsibilities

The Department Head or designee will:

- ☐ Coordinate the Emergency Evacuation Plan throughout the facility.
- ☐ Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.
- ☐ Schedule education as necessary

The Department Head or designee will be aided by the Supervisors who will:

- ☐ Facilitate the Emergency Evacuation Plan.
- ☐ Keep contact check on all personnel to be sure that they are completely familiar with all phases of the Plan that they are required to know.
- ☐ See that personnel participate in awareness training, fire classes, and other practices sessions as necessary.
- ☐ Be certain that all personnel are familiar with fire extinguishers, and make thorough fire prevention inspections when they are assigned to do so.
- ☐ Take the necessary steps required to correct any fire hazards discovered.

It is the duty of every employee to:

- ☐ Be completely familiar with the Emergency Evacuation Plan and their duties or responsibilities in the program
- ☐ Participate in all fire drills and practice sessions.
- ☐ Attend all fire training classes when assigned.
- ☐ Learn the location of and how to operate fire alarm systems and all fire extinguishing equipment.
- ☐ Report any fire and/or safety hazard located any place on borough property.

Fire Emergency Plan

Keep Calm . . . Report all fires and smoke

Personnel have been assigned to:

- ☐ Sound the internal fire alarm
- ☐ Notify office staff
- ☐ Remove personnel from the building
- ☐ Close all doors and windows in the fire area--**ONLY** if this can be done safely
- ☐ Notify the fire department

The person reporting the fire to the fire department will provide them with the following information:

- ☐ Building Name or Department
- ☐ Address
- ☐ What is burning (machines, paper, etc.)?
- ☐ Location of fire (roof, plant, office, etc.)
- ☐ Type of fire (electrical, liquid, etc.)

Additional assignments have been made to attempt to extinguish fire with the use of on-premises equipment (extinguishers, hoses, etc.). A minimum of two persons is required to fight a fire. To ensure employee safety, this is to be done only during the early stages of the fire.

Working away from the involved area, personnel will be assigned to:

- ☐ Clear the aisles, hallways and other areas of personnel and visitors
- ☐ Close all doors and windows
- ☐ Check driveways to see that they are clear for entry of fire fighting equipment
- ☐ Wait at the front entrance for the arrival of fire fighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by management, or by the local fire/law enforcement officials.



Hazard Communication

Name of Contact Person: _____

Title: _____

Hazard Evaluation

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that information to employees who purchase their product. The Township of Franklin will rely on the evaluations and MSDS performed by our suppliers.

Labels & Other Forms of Warning

We will make certain that containers are adequately labeled to identify the hazardous chemicals they contain and will show hazard warnings appropriate for your protection. The warnings will use a combination of words, pictures and symbols that will communicate the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed. Our training program will include instruction on how to read and interpret label information.

Exceptions to this rule are as follows:

We are permitted to post signs that convey the hazard information if there are a number of stationary containers in a given area, which have similar contents and hazards.

We are not required to label portable containers, as long as the transferred chemical is for immediate use by the employee who made the transfer.

We are not required to label pipes or piping systems.

Material Safety Data Sheets (MSDS)

Each department of the Township of Franklin is responsible for obtaining from the vendor an MSDS for each product used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names.

Each data sheet will provide information on the physical and chemical characteristics of the product; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet, how to store the chemical, and how to transport the chemical.

An assigned person or persons will be responsible for maintaining the MSDS's describing chemicals used in his/her department and for keeping them readily available to employees in the *central file*.

Our training program will include instructions on how to read and interpret information on an MSDS, and how you can obtain and use the available hazard information.

Employee Training

It is the goal of the Township of Franklin to provide hazard communication training during the first 30 days of employment and whenever a new product is introduced to a given work area. Training will be done in a meeting setting and will be conducted by the supervisor or another who has been properly trained.

The training program will consist of:

- ❑ How the hazard communication program is implemented, how to read and interpret information on labels and MSDS, and how employees can obtain and use the available hazard information.
- ❑ The hazards of chemicals to which employees are exposed in the work area.
- ❑ Measures employees can take to protect themselves from the hazards
- ❑ Specific procedures put into effect by the company to provide protection, such as personal protective equipment, mechanical guards, or protective processes.
- ❑ Methods that you can use, such as visual appearance or smell, to detect presence of hazardous chemicals to which you or your co-workers may be exposed.
- ❑ Name and/or job title of who you can go to if you have questions.

Drug/Alcohol Free Workplace

It is the policy of the Township of Franklin that its employees are free from alcohol and controlled substances to maintain a safe and healthy work environment. Being fit for duty is a condition of employment for each employee. To that end, our CDL drug/alcohol program includes drug and alcohol testing, education and training, prevention and intervention, and an Employee Assistance Program for the treatment of alcohol and/or drug abuse.

In addition, the following rules apply:

- The Township of Franklin will not hire individuals who test positive for alcohol or illegally used controlled substances.
- Employees may not use, possess, sell, manufacture or distribute illegal drugs while performing Company business, while in a Company-owned vehicle or while on Company property.
- Employees are prohibited from using, possessing or selling alcohol or products that contain alcohol while performing Township of Franklin business, while in a Township of Franklin - owned vehicle or while on Township of Franklin property.
- The Township of Franklin reserves the right to inspect Township vehicles and/or property at any time and for any reason, whether locked or otherwise, and to inspect personal property while located in a Township vehicle or on Township of Franklin property, or at any site where employees may be sent on Township of Franklin business.
- Employees who are convicted of a drug related offense would be considered in violation of this policy. In addition, employees who are convicted of a drug-related offense or a felony alcohol offense must report such convictions to their Supervisor within five days of the conviction.
- Employees using prescription or over-the-counter drugs are responsible for their side effects and precautions which may affect their ability to perform their job. Employees using these products should consult their doctor before doing so.
- Sharing prescription drugs is in violation of both our Township of Franklin policy and Federal law. Only the person to whom a drug is prescribed is allowed to take that drug. Employees who share their own prescription, take another person's prescription, and/or test



positive for a prescription drug and who cannot validate that prescription for that drug will be considered in violation of this policy.

- All CDL drivers will be placed into a random drug pool and subject to random testing as stated in the Township of Franklin Drug and Alcohol Policy.
- Individuals found to be in violation of this policy will be subject to disciplinary action up to and including possible termination of employment, even for a first offense.

Hazard assessment for personal protective equipment

Each Department will conduct a Hazard assessment for each of the various tasks performed. The Hazard assessments will consist of the Task, the potential hazards, and the PPE required to perform that specific task.

Back Injury Prevention

Causes of back injury

Pulling, twisting, and slipping are the most common causes of back injuries. Lifting objects improperly can also hurt the back. Lifting with the back and not the legs, lifting from an awkward position, or trying to move material too large for one person can lead to injury.

Even simple movements can cause back injury. Stepping from a truck, bending over for a small tool, or over-reaching can strain back muscles.

Table 1 below ranks the most frequent causes of back injury in tree care in descending order.

Muscle strains and sprains – soft tissue injuries - cause most employee back problems. These are temporary injuries. More important, strains and sprains usually precede more serious, chronic and debilitating injuries to the ligaments, discs and vertebrae. In a sense, soft tissue injuries are warning signals that more serious, permanent injury could occur. Therefore your back injury prevention program should focus on preventing strains and sprains.

Preventive measures

Employees can keep their backs healthy with stretching and exercise, by knowing how the back works, and by using simple lifting techniques.

Here are attainable objectives for your department's back injury prevention program:

Table 1 - How Back Injuries Happen

Lifting . . .

- large objects
- irregularly-shaped objects
- over the shoulder

Twisting . . .

- while feeding brush into a chipper
- while positioning in a bucket or a tree
- while dragging brush, reaching, using long poles
- from sudden slips due to poor ground conditions
- on slippery equipment in snow or rain

Jumping . . .

- off truck bed or out of truck cab
- over fences
- off ladders
- out of trees

Pulling . . .

- ropes
- hangers
- trees, on removals



Provide continuous training for all employees to raise their awareness of how the back can be injured.

Develop action steps employees can use to detect and eliminate conditions likely to cause back injury.

Motivate employees to take responsibility for back safety at work and at home.

The following procedures are taken from Annex C of the ANSI Z133 Standard but can be used in all departments:

Before lifting any weight:

- (a) Be sure clear the travel path available if the weight is to be carried from one place to another.
- (b) Decide exactly how the object should be grasped to avoid sharp edges, splinters, splinters, or other things that might cause injury.
- (c) Make a preliminary lift to be sure the load can be safely handled.
- (d) Place feet solidly on the walking surface.
- (e) Crouch as close to the load as possible with legs bent at an angle of about 90 degrees.
- (f) Keep back as straight as possible. It may be far from vertical but should not be arched.
- (g) Lift with the legs, not the back, keeping the weight as close to the body as possible.
- (h) Use a second worker when necessary.



Stretching and exercises

The professional athlete must maintain a high level of production and effort to win. The same is true for an employee, who must perform at peak efficiency.

Strains of the lower back muscles, the most common back injury, usually occur because the muscles are cold and tight. If the athlete warms up and stretches to avoid injury, then why not the employee?

Early Return to Work

Township of Franklin participates in an Early Return to Work Program with Life Care Medical Center and Scibal Inc. of the Joint Insurance Fund, for the treatment of all work-related injuries.

If you are injured at work, you must report the injury to your supervisor immediately. If medical treatment is necessary you must go to Life Care Medical Center.

You must also complete an Employee Claim for Workers' Compensation Benefits form as soon after an accident as possible.

If you are unable to return to the regular position due to a workplace injury, you should discuss with the doctor the possibility of working in a light duty job until the doctor releases you for full duty. If the doctor releases you for light duty, your supervisor will be notified the same day.

Modified jobs will be identified after obtaining your physical restrictions. "Modified" might be your regular job, modified by removing heavier tasks and reassigning these to other employees; a different regular job currently existing at the workplace; or a job which is specifically designed around your restrictions. A modified job offer will be made only when the work is available and of benefit to the Township. Part-time work will be considered as modified work, if medically indicated. Each case will be assessed individually based on need. Modified work may not be implemented in every time loss claim. Wages will not necessarily be the same as that of the regular job.

NOTE:

If you take off work completely, or if light duty work is unavailable, you must report your medical condition and progress to the supervisor at least once a week.

Disciplinary Procedures

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination as set forth in the Township of Franklin Personnel Policy or Union Contract. For more information see these documents.

Specific Operational Procedures & Safety Guidelines

Cosmetic appearance of trucks and equipment is in the strictest sense a maintenance function that is overlooked all too often. However, it is something that must be followed on a continuing basis to keep it in check.

Vehicles

- ☐ Perform pre-trip inspection before operations and post-trip inspection after operations
- ☐ Report any problems immediately to your supervisors
- ☐ Maintain maintenance log at all times
- ☐ PPE as directed (head protection, hands, eye protection) must be worn
- ☐ Make sure that radio communication is in working order

Driver Standard Operating Procedures & Safety Guidelines

Keep your vehicle presentable, and drive in a safe and courteous manner. The Township of Franklin image is presented each time you drive our vehicle.

Inspect motorized vehicles and other mechanical equipment daily or prior to use per the pre-trip inspection checklist.

No smoking during refueling. Turn engine off to refuel.

You are not permitted to operate a Township vehicle out of the Township of Franklin without specific authorization from your supervisor.

Township vehicles are to be used only by approved Township of Franklin drivers. No riders or non-employee passengers are permitted. All Township vehicles are to be used exclusively for Township business--no personal use is permitted.

As the driver you are responsible for all co-workers. All seat belts must be worn at all times. Report mechanical problems to the shop supervisor immediately. Do not operate a vehicle that is unsafe.

Report all accidents and traffic infractions to your supervisor.

Anyone operating a company vehicle while under the influence of alcohol or a controlled substance will be terminated.

Shut off engine, set brakes, and block wheels if applicable when parked, before loading or unloading vehicles, and before beginning on-site work. This includes trucks, equipment, and aerial lift devices.

Any vehicle found to be defective shall be removed from service until properly repaired.

All vehicles and equipment shall be operated in accordance with the manufacturer's recommendations. Outriggers and wheel chocks shall be in place before operating vehicle-mounted equipment. Brakes shall be properly set.

In the event of traffic around the work site, proper traffic control procedures will be in effect.

Vehicle post-trip inspections/reporting

Report Retention

The original copy of each truck inspection report and the certification of repairs must be retained for at least three (3) months from the date the report was prepared.

Township Fleet Policy

All information contained in this document related to vehicle / equipment safety is meant as a guideline. The Township of Franklin Fleet Safety Policy will detail all aspects of fleet safety.



Work Zone Setup

Controlling Traffic

Road and Tree care crews may need to:

- ❑ Use temporary traffic control devices, such as signage, road cones, paddles or flags in a consistent manner throughout the work zone.
- ❑ Use a flagger or flaggers when conditions warrant.
- ❑ Set up temporary traffic control within a reasonable time prior to work so that motorists do not become complacent and ignore warning signs and devices when work begins.
- ❑ Ensure that all traffic control devices are in place. Missing traffic control devices create the potential for motorists to inadvertently enter the workspace or exit the highway in the wrong place.

Injury Prevention Measures - Work zone layout

Road and Tree care crews may need to:

- ❑ Assign a crewmember that is knowledgeable in traffic control principles overall responsibility for the safety of the work zone setup. NOTE: Police Officers will be used whenever working at an intersection with a traffic signal.
- ❑ Ensure that the work zone is set up in accordance with the Millennium Edition of the MUTCD.
- ❑ Authorize the designated crewmember to temporarily halt work until unsafe conditions related to temporary traffic control have been eliminated.
- ❑ Document work zone setup and changes throughout the course of a project. Retain these records in a "job file" as a reference for future jobs.

Use of temporary traffic control devices

Most temporary traffic control zones are divided into four areas: the advance warning area, the transition area, the activity area and the termination area:

Advance warning area – section of road where drivers are warned about the upcoming work zone. Warning has to be far enough in advance of the work to give drivers time to react, yet not so far that it encourages drivers to ignore the warning or react sluggishly. On urban streets, the first warning sign should be placed 4-8 times the speed limit (mph) in feet before the activity area, using the high end of the range when the speed limits are relatively high. On rural highways, it should be 8-12 times the speed limit in advance.

EXAMPLE: On a 25 mph street, warning sign should be at least $25 \times 5 = 125$ ft. before the activity area. On a 45 mph street, the sign might be $45 \times 8 = 360$ ft. "upstream."

When your work obstructs any part of the roadway, advance-warning signs are required in both traffic directions on a two-way road. Multiple signs may be needed on high-speed roads or where visibility is obstructed by something like a bend or hump in the road.

Warning sign size is based on speed limits:

- On secondary roads or city streets where speeds are very low, minimum 36-inch signs are acceptable.
- Where speeds and volumes are moderately low, 36-inch signs may be used, 48-inch are recommended
- For high speed/volume roads, 48-inch signs are needed.



Transition area – the section of road where traffic is redirected out of its normal path. The transition area makes use of a “taper,” created with cones. A good rule of thumb is to space cones the same number of feet apart as the speed limit. For daytime work and low speed (40 mph and under) roads, 18-inch cones are acceptable. For nighttime and/or higher speed roads, 28-inch cones are required.

Taper length is important. Table 1 below gives rule-of-thumb taper lengths, based on the width of the work zone (W), in feet.

Table 1: Traffic Taper Length, based on Width of Offset (W)							
Type of taper	Speed limit (mph)						
	15	25	35	40	45	55	65
Merging	4W	10W	20W	27W	45W	55W	65W
Shifting	2W	5W	10W	13W	23W	28W	33W
Shoulder	1W	3W	7W	9W	15W	18W	21W
one-lane, two-way	100 ft. maximum, flaggers required						
Downstream	100 ft. per lane						

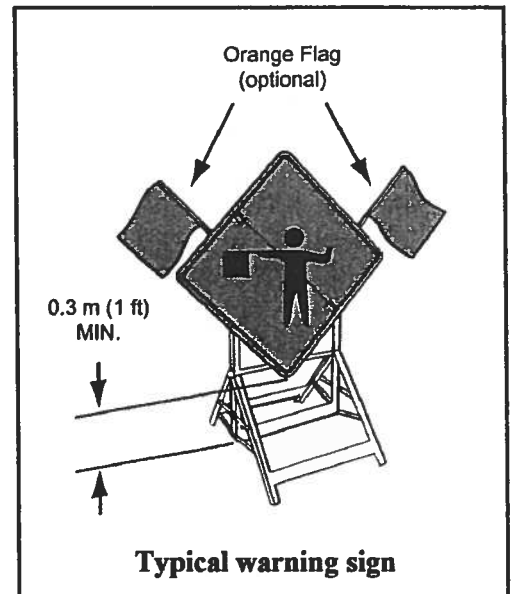
Activity area – this is the section where the work actually takes place. It should include a buffer space, sort of an extension of the work area in the direction of oncoming traffic (longitudinally) or extending past the side of the work vehicle (laterally), but free of equipment, vehicles and material.

Termination area – is used to return vehicles to their normal path downstream of the work.

In rural areas, there are generally higher speed limits, less turning traffic, lower volumes of traffic and fewer pedestrians. Urban areas are usually just the opposite. Your crew must evaluate the location, decide which controls are to be used, and see that a plan is followed. Your goals are to create a safe and efficient work site for your crew and passersby, to hinder traffic as little as possible and to guide vehicles and pedestrians in a clear and positive manner.

Action steps for work site set-up:

- ☐ keep equipment and material neat and orderly within the protected area
- ☐ use the truck's four-way flashers and beacon light, if so equipped, while you're setting up the signs and cones
- ☐ always chock trucks or detached chippers with at least two chocks
- ☐ be especially careful whenever children are in the vicinity
- ☐ never venture outside the established work area in the roadway
- ☐ keep walkways as clear of debris as possible
- ☐ do not allow any non-company vehicle to park so that it obscures visibility of your work site



Flaggers

When your work operation requires traffic from both directions to use a single lane for a limited distance, then a flagger or flaggers are required.



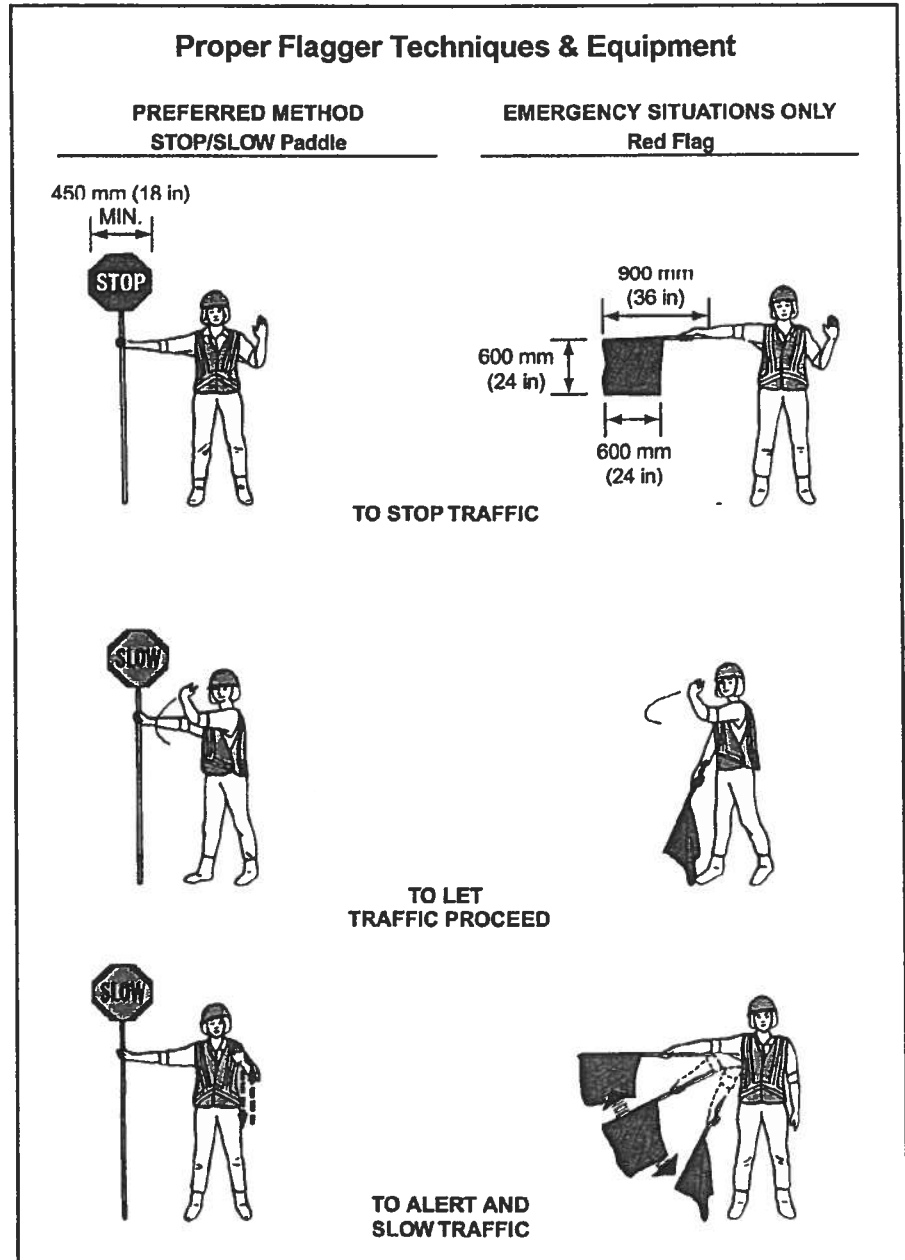
Road and Tree care crews may need to:

- ❑ Train all flaggers consistent with their level of responsibility and work zone conditions. Flaggers should know the traffic flow, the work zone setup, and proper placement of channelizing devices.
- ❑ Assign each flagger responsibility for monitoring operations in his or her immediate work area. Authorize flaggers to recommend to the traffic control supervisor that operations be temporarily halted and the hazard corrected when they see a hazard threatening the safe movement of traffic through the work zone. Authorize flaggers to halt operations in the event a hazard arises and the traffic control supervisor is not in the immediate area.
- ❑ Train flaggers to maintain sufficient distance from other workers so that passing motorists can identify them.
- ❑ In the event multiple flaggers are required, ensure they have the appropriate sight distance or two-way radios to communicate effectively.
- ❑ Use alternatives to flaggers when traffic control is required under hazardous conditions such as high traffic speeds, inclement weather, night work, and other conditions that limit visibility.

When a one-lane, two-way traffic control zone is short enough to allow a flagger to see from one end of the zone to the other, traffic may be controlled by either a single flagger or a

flagger at either end of the section. When a single flagger is used, he/she should be positioned on the road shoulder opposite the work zone.

When visibility is restricted or a single flagger cannot control traffic, then flaggers are needed at either end of the traffic control zone. The flaggers have to coordinate their actions through visual, voice or electronic communication.





The flagger(s) need to be positioned somewhere in advance of the activity area per Table 2, below.

High-visibility apparel

Road and Tree care crews may need to:

- ❑ Require all workers on or near traffic to wear high-visibility clothing or apparel.
- ❑ Inspect high-visibility clothing regularly to ensure that color has not faded and that reflective properties have not been lost.
- ❑ So that workers do not blend into the background, consider seasonal variations in landscape and foliage when choosing colors for worker apparel.
- ❑ Consider using fluorescent garments with reflective material when working under poor lighting conditions.

Table 2: Distance of Flagger Station in Advance of the Activity Area

Speed (mph)	Distance (ft.)
20	35
25	55
30	85
35	120
40	170
45	220
50	280
55	335
60	415
65	485

Developing traffic control plans

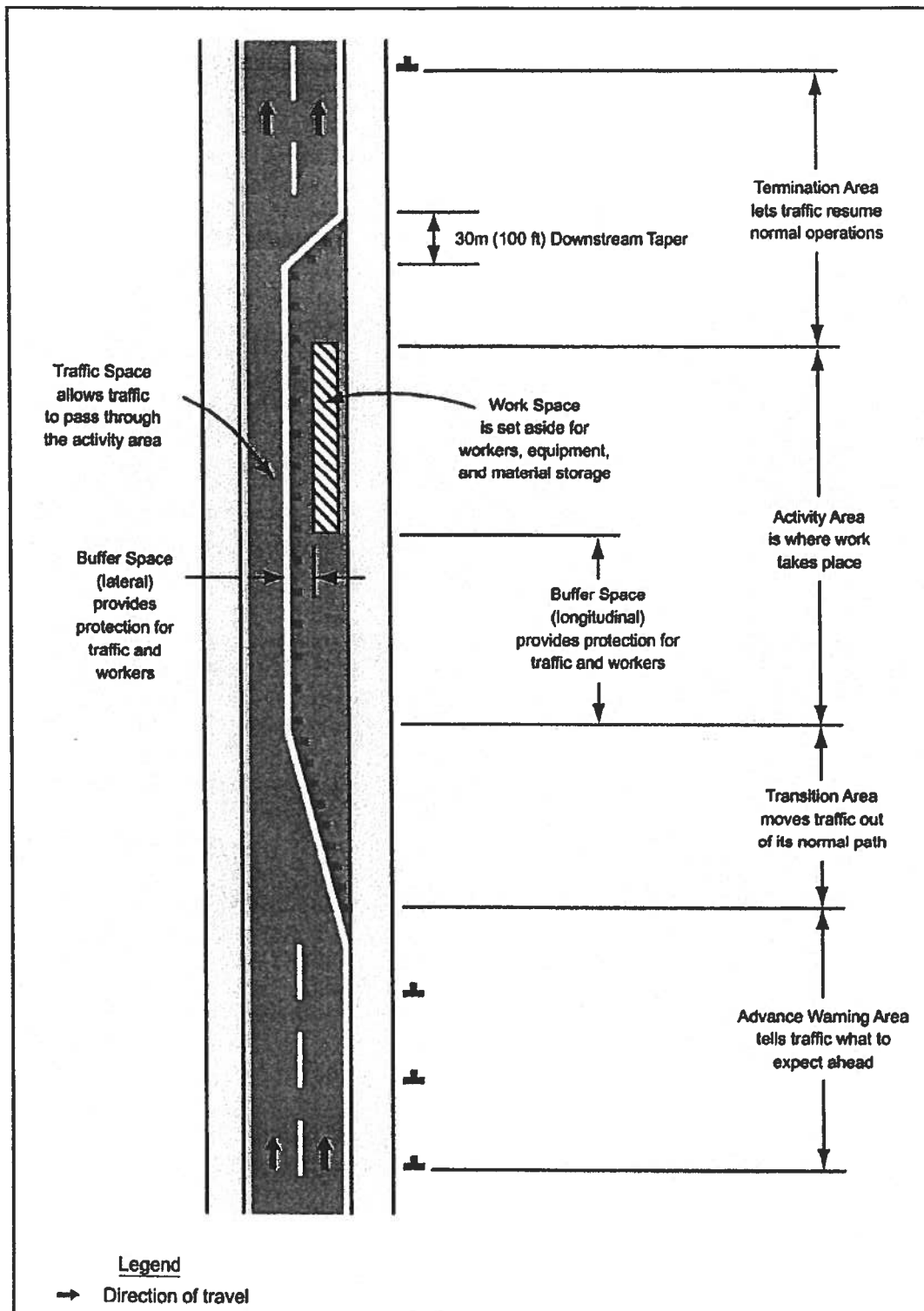
Once you fully understand the principles of traffic control, you should be able to apply them to any work situation on or near a road and be able to come up with a plan for controlling traffic. But planning doesn't end there – you also need to consider the safe and efficient layout of vehicles, equipment, materials and personnel inside the cones.

The “temporary traffic control plan (TCP)” and “internal traffic control plan (ITCP)” are tools that supervisors and crews can use to coordinate the flow of vehicles outside of, or work vehicles, equipment and workers inside of the activity area, respectively. They are formal-sounding names, but in reality they are simply an extension of the work planning/job briefing process to help ensure the safety of workers in or near traffic.

Road and Tree care crews may need to:

- ❑ Develop an internal traffic control plan (ITCP) once the temporary traffic control plan (TCP) has been established. As the ITCP is developed, consider how the workspace fits within the overall work zone and make sure that the ITCP is placed in the context of a TCP.
- ❑ Furnish schematic drawings depicting cone/sign placement as well as the movement of workers and the placement/movement of equipment and vehicles, brush piles, etc. within the workspace.
- ❑ Train workers in the implementation of the TCP and ITCP for each project.
- ❑ Assign one person the overall responsibility of TCP/ITCP coordination for each job site. By being at the job site, the coordinator is able to respond immediately to hazardous situations. The employer should authorize the coordinator to change and/or halt operations as needed to ensure worker safety.
- ❑ Retain schematic drawings and other documents in the “job file” for use in developing future plans.

Component Parts of a Temporary Traffic Control Zone



Accident Investigation

It is the policy of the Township of Franklin to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their area. Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the supervisor and upper management.

The primary goal of the accident investigation program is the prevention of future accidents through the use of knowledge derived from the investigation. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Workers Compensation insurance carrier. These reports are critical in establishing the company's and the supervisor's liability under the law.

When an employee is injured at work the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and to protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident. The following procedures have been found to be effective when investigating accidents.

GO to the scene of the accident at once

TALK with the injured person if possible. Talk to witnesses. Stress getting the facts--not placing blame or responsibility. Ask open-ended questions.

LISTEN for clues in the conversations around you. Unsolicited comments often have merit

ENCOURAGE people to give their ideas for preventing a similar accident.

STUDY possible causes--unsafe conditions, unsafe practices.

CONFER with interested persons about possible solutions

WRITE your accident report giving a complete accurate account of the accident.

FOLLOW UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.

PUBLICIZE corrective action taken so that all may benefit from the experience.

Vehicle Accidents – What to do

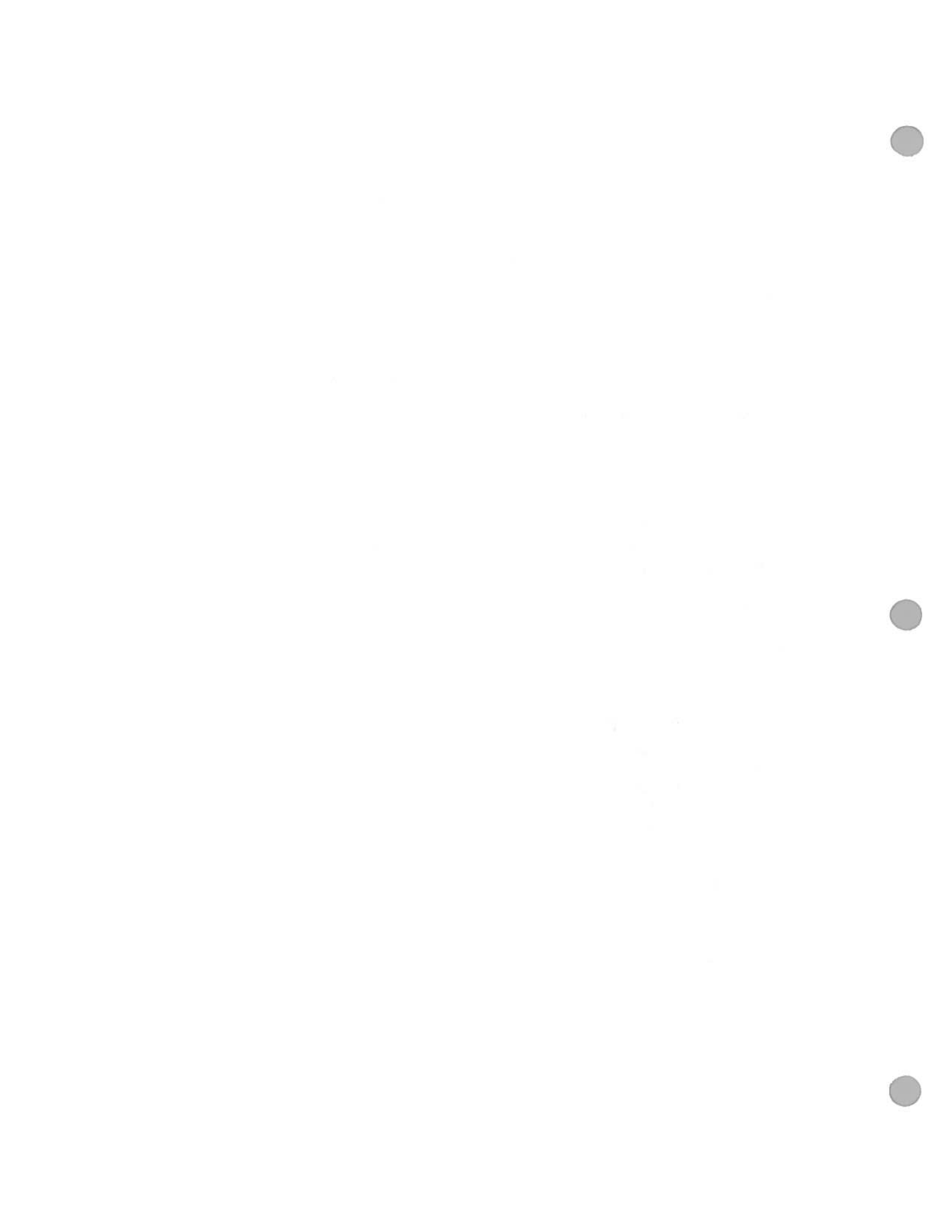
Make sure your vehicle has a fully stocked accident kit. The kit should contain:

- ☐ Current vehicle registration
- ☐ Current proof of vehicle insurance
- ☐ Pen and/or pencil
- ☐ Trailer registration if applicable
- ☐ First aid kit

Attend to all injured victims. Assess the situation and attend to the most seriously injured first. Do not move any victim unless there is danger from other vehicles in traffic or danger of fire or explosion.

Do not move the vehicles. The police need to see the accident prior to moving any vehicle(s). Protect the scene of the accident by placing flares, flags, or reflectors where they can be seen by approaching traffic. Physically direct traffic around the accident scene if necessary – do not expose yourself to danger in traffic.

If your vehicle is moved, get the name of the person or company that moved it. If it is removed from the scene, find out where it is taken.



Conduct your own investigation. Get the names, addresses, phone numbers driver's license numbers, vehicle license numbers, and insurance company(ies) of all person(s) involved; year, make and model of all vehicles involved. Offer the same information about yourself and your vehicle to others involved.

Contact the office to let them know what has happened and whether anyone was injured and/or taken to a hospital or emergency treatment.

Do not admit fault or discuss the accident with anyone except the office or police.

Lockout/Tagout

Generic sequence for securing equipment

- ☐ The Shop Supervisor shall notify the Foreman and/or affected employees that maintenance/repair is to be done and that such equipment must be shut down and secured.
- ☐ The Shop Supervisor shall refer to the manufacturer's manual for proper procedures (as needed).
- ☐ If equipment is in operation, shut it down by normal procedures.
- ☐ Keyed ignition systems must be in working order. Keys shall be removed and pocketed by the Shop Supervisor. When there is no keyed ignition system, the battery cables or spark plug wires may be disconnected.
- ☐ Materials/parts that must be raised or disconnected and suspended shall be properly secured, such as with an appropriate sling or jackstand. Flywheels, such as chipper cutter heads, are to be blocked to prevent pinch points.
- ☐ Disengage the power take-off before servicing/repairing, such as with hose replacement. Disconnect all hydraulic tools before adjusting or servicing. Do not attempt to stop a hydraulic leak with your body.
- ☐ Rotating parts, such as chipper blades, shall be stopped before maintenance/repair.
- ☐ Ensure that equipment is isolated and will not operate before proceeding with maintenance/repair.
- ☐ When the engine must be running for tuning or adjustment. Special care must be given to moving parts.

Restoring equipment to service

When maintenance/repair is complete and equipment is ready to return to normal operation, the following steps shall be taken.

- ☐ Check for loose parts or tools that may have been left in the immediate area to prevent accidental contact with moving or electrical components when the equipment is engaged.
- ☐ Ensure that all guards are in place and employees are in the clear.
- ☐ Confirm that controls are in neutral.
- ☐ Reconnect key, cable or plug wires.
- ☐ Notify affected employees that equipment is ready to return to service.



Aerial Lift Testing

Frequent Inspection & Test (daily – monthly intervals)

Inspection and tests referred to as critical in the manufacturer's manual must be strictly adhered to. Any suspected items must be carefully examined and a determination made by a qualified person as to whether they constitute a safety hazard. All unsafe items must be replaced or repaired before use.

The operator shall perform the following tests and inspections once daily, prior to first use:

- ☐ Operating controls and associated mechanisms for conditions interfering with proper operation
- ☐ Visual and audible safety devices for malfunction
- ☐ Hydraulic or pneumatic systems for observable deterioration or excessive leakage
- ☐ Fiberglass and other insulating components for visible damage or contamination
- ☐ Missing or illegible operational markings
- ☐ Electrical apparatus for malfunction, signs or excessive deterioration, dirt, and moisture accumulation

Periodic Inspection and Test (1-12 month intervals)

An inspection of the mobile unit must be performed at six to twelve-month intervals, depending upon its activity, severity of service, and environment or as specifically indicated below. This inspection needs to include all the items from the frequent inspection list, plus:

- ☐ Structural members for deformation, cracks or corrosion
- ☐ Parts, such as pins, bearings, shafts, gears, rollers, locking devices, chains, chain sprockets, wire ropes, and sheaves for wear, cracks or distortion
- ☐ Hydraulic and pneumatic relief valve settings
- ☐ Hydraulic system for proper oil level
- ☐ Hydraulic and pneumatic fittings, hoses, and tubing for evidence of leakage, abnormal deformation, or excessive abrasion
- ☐ Compressors, pumps, motors and generators for loose fasteners, leaks, unusual noises or vibrations, loss of operating speed, and excessive heating
- ☐ Hydraulic and pneumatic valves for malfunction and visible cracks in the external valve housing, leaks, and sticking spools
- ☐ Hydraulic and pneumatic cylinders and holding valves for malfunction and visible damage
- ☐ Hydraulic and pneumatic filters for cleanliness and the presence of foreign material in the system indicating other component deterioration
- ☐ Electrical systems and components for deterioration or wear including those not readily visible on a frequent inspection
- ☐ Performance test of all boom movements
- ☐ Condition and tightness of bolts and other fasteners
- ☐ Welds, as specified by the manufacturer
- ☐ Legible and proper markings of controls, ratings, and instructions
- ☐ Any suspected items shall be carefully examined and a determination made by a qualified person as to whether they constitute a safety hazard. All unsafe items shall be replaced or repaired before use.



ADEMUM I: Be it understood that all material contained herein are guidelines for all Township of Franklin employees. At the very least this document will be the minimum standard for all Township employees. Individual department standard operating procedures will also apply as part of this safety policy, providing that this standard is upheld. The Township of Franklin has the right at any time to adjust or amend this safety policy for for the safety and protection of its employees and residents.

ADOPTED BY MAYOR AND TOWNSHIP COMMITTEE ON THIS DATE: 3/28/06

Ordinance Number: 0-5-06

Mayor: David Ferrucci

